

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
REGION V

HOW TO MAKE AND FOLLOW UP A COUNTY WORK PLAN

I. Five major questions to be answered:

1. What do we mean by an "Annual County Work Plan?"
2. Why should every unit office have a well balanced work plan?
3. When are county work plans to be developed and who will develop them?
4. What steps should county personnel take in developing a work plan?
5. What is the county staff's job in following up the work plan?

II. Meaning of Work Plan:

1. A work plan tells what major jobs are to be done during the year. It sets goals to work toward. It does not record the more detailed routine jobs.
2. It differs from our 1944-45 "County Program" in that it covers the entire FSA program, and not just the farm and home management part. It is a well balanced plan covering all phases of the overall county job.
3. A work plan should meet these requirements:
 - (a) Provide for assistance to be given borrowers on farm and home problems that are most commonly retarding their rehabilitation.
 - (b) Provide for improving the other major activities important to the effective administration of a well balanced FSA program.
 - (c) Provide for continuous work planning which is made more specific each season of the year and each month, finally becoming a part of day-to-day activity.
 - (d) Be an effective aid to supervisors in carrying out a well balanced FSA program.
 - (e) Be practical of attainment.

III. Why have a work plan?

1. It prevents loss of effort and time. Like a highway map it shows the shortest routes and the better roads. The various items in the plan are sign posts that, when looked at from time to time, will keep the workers from turning aside, getting lost, wasting time, getting bogged down and, sometimes causing important jobs to go undone.
2. It helps put first things first. Any conscientious, hard worker on most any type job can find more things needing to be done than he or she can possibly do. I don't believe any FSA worker will question this statement. It is human nature for us to do the things we like best and leave undone those things we do not like. Some call this riding hobbies. Others call it poor administration. I prefer to call it the lack of planning and follow up.
3. It helps to carry on a well balanced program. Some seem to think we are an agricultural education agency. Others call us a lending agency. Actually we are neither, but a part of both. These two major phases of our work are yoked together and neither can continue to travel without the other. Both must be provided for in the work plan.
4. It helps get jobs done at the right time. FSA families often fail to rehabilitate themselves because they do not do important farm jobs at the

time they must be done in order to cause success. Because of planting crops too late they often fail to produce adequate food, feed and cash crops. Such failures can be prevented only by contacting families a short time before and during planting time. A good work plan will allow as much time as possible for supervision during the planting season.

IV. When and who:

1. The work plan will be on a fiscal year basis and therefore should be completed not later than August 31. Earlier than this would be better.
2. The first draft of the plan is to be made by the county staff. The committee and county staff will then discuss it and make needed revisions. It will be reviewed and discussed with the district supervisor.

V. Steps in developing the Work Plan

1. Determine the farm and home improvements families should make in 1945-46. List not more than 10 major "Improvements" and set goals as to the number of families who might make each. Be practical and set goals that can be reached. As a basis for deciding what improvements to list and goals to set, review "Running Records," "Record of Adjustments and Improvements," "Farm and Home Plans," etc.
2. Determine major FSA activities that should be listed in the program, other than farm and home improvements. Decide on the relative emphasis that should be given in this county, to the various items. (Discuss items on the sample program.) What are the major problems in connection with each? Which of them need more emphasis than last year?
3. Write the work plan and type several copies of the first draft for further study. Use the sample plan as a guide.
4. Discuss plan with the committee.
5. Go over it with district supervisor and area HM specialists
6. Make enough copies of the plan to have one for the county files, one for the district supervisor, one for the state office and one for the regional office. It is suggested that each supervisor in the county have a copy of this plan.

VI. County Follow-up of Work Plan

1. Develop seasonal calendars that tell when and how the various phases of the program are to be put into action. Assuming that Blank County is in the Tifton, Georgia area, we would divide the year as shown below. For convenience we will call them fall, winter, spring, and summer calendars. This timing would vary in the different parts of the region, according to season and type of farming.
 - (a) Fall calendar - Harvesting, collecting and fall planting season. August, September, October - Calendar to be made in July.
 - (b) Winter calendar - Farm and home planning, FO year-end activities and annual reports - November, December and January - calendar to be made in October.
 - (c) Spring calendar - Spring planting and cultivating season - February, March, April and May - calendar to be made in January.
 - (d) Summer calendar - June and July - season for vacations and overall county planning.

2. Use Seasonal calendar as basis for monthly planning meetings. Set up visits, group demonstrations, etc., to carry out items in the calendar. Follow through at weekly planning meetings.
3. Tie the annual review of cases into the review of running records, etc., while developing the work plan. Fill out Form FSA-V 60 while going through these records. Clerk fill out part that comes from area guide and supervisors part that comes from field folder.
4. Tie next year's farm and home plan into running records and county work plan. List on each farm and home plan improvements to be made by the individual family, after having thoroughly discussed them with the family and secured their cooperation.
5. Make planning for group services a part of farm and home planning in the carrying out of the county work plan and improvements to be made by families. Discuss the need for group services as plans are made.
6. Start the "Record of Improvement Sheet" when most of the farm and home plans have been completed.

Frate Bull/meb
July 1945

NOV. 18 1946

